



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
P.O. Box 803
Trenton, New Jersey 08625-0803



APPLICATION FOR A PUBLIC WORKS MANAGER CERTIFICATE
(N.J.S.A. 40A:9-154.6a et seq.)

A check or money order in the sum of \$50 payable to the "State Treasurer" must accompany this application.

THE APPLICATION FEE IS NOT REFUNDABLE

This application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of an examination. This application may be duplicated.

Name: _____ (_____)
First Middle Last (County of Residence)

Home Address: _____
Street City State Zip Code

Telephone Number: Work () _____ Home () _____

1. Date and Place of Birth: _____
Mo./Day/Yr. City State Country

2. Are you a citizen of the United States? Yes ☐ No ☐ Born ☐ Naturalized ☐

If you are a naturalized citizen, state when and where naturalized:

3. Give names and addresses of 2 persons not related to you who will furnish references as to your moral character.

A. _____

B. _____

4. Have you ever been convicted of any crime? Yes ☐ No ☐

If YES, state details as to each conviction giving the date thereof, nature of crime, court in which conviction was entered, and sentence imposed:

5. High School Education (See Instruction No. 5)

A. Name and location of last high school attended: _____

B. Did you receive a diploma representing graduation from high school?

Yes ☐

No ☐

Year graduated: _____

C. If the answer to Question 5B is NO, do you possess a high school equivalent certificate approved by the State Commissioner of Education? Yes ☐ No ☐

State in which issued: _____

Date of issue: _____

NOTE: See page 5 for instructions

6. Public Works Manager Experience (*List titles, duties, and dates*)

NOTE: See instructions for experience requirements. **You must have experience in five of the last ten years as a public works manager.** If additional space is needed, attach extra sheet. The administrator/manager or other chief administrative officer for the local unit of government or private firm must certify on page three as to your public works duties and years of service. You must get certification from each municipality/firm from which you are claiming experience. You may make additional copies of page three if needed.

Employer: _____		Address: _____	
Title: _____	From: _____	To: _____	
Duties:			

Employer: _____		Address: _____	
Title: _____	From: _____	To: _____	
Duties:			

Employer: _____		Address: _____	
Title: _____	From: _____	To: _____	
Duties:			

Employer: _____		Address: _____	
Title: _____	From: _____	To: _____	
Duties:			

7. Please mark one of the following:

☐

I have completed the Rutgers University Certified Public Works Manager Program. A copy of my diploma is enclosed. I am applying to participate in the examination.

☐

I have completed the Rutgers University Certified Public Works Manager Program prior to August 13, 1994. A copy of my diploma is attached. I am applying for exemption from the examination.

☐

I am a New Jersey Licensed Professional Engineer, and have completed at least a four year degree in civil engineering or related public works engineering. I have enclosed a copy of my engineer's license and a copy of my college diploma and/or transcript. I am applying for exemption from the examination.

DOES YOUR CHECK OR MONEY ORDER IN THE AMOUNT OF \$50, PAYABLE TO THE "STATE TREASURER", ACCOMPANY THIS APPLICATION ?

Yes

☐

No

☐

DECLARATION OF APPLICANT

I CERTIFY THAT THE RESPONSES MADE ON THIS APPLICATION ARE CORRECT AND COMPLETE.

DATE _____ SIGNATURE _____

8. CERTIFICATION OF SERVICE (See Instruction No. 8 Required **only** for local unit of government experience. Clerk must certify total years of experience noted on page 2.)

I, _____, certify that
Name of Municipal Clerk

_____, served as a _____
Title

as defined in the N.J.S.A. 40A:9-154.6a et seq. for the municipality of _____

as defined in N.J.S.A. 40A:9-154.6a et seq., from the period _____

to _____.

Date

Signature of Municipal Clerk

9. CERTIFICATION OF PUBLIC WORKS MANAGER EXPERIENCE (*See Instruction No. 9*)

I, _____, certify that _____
Please print name *Please print name of Applicant*
has performed the public works manager duties for the corresponding position listed in Section 6.

Date

Signature

Title

Municipality or name of private firm

APPLICATION FOR A CERTIFIED PUBLIC WORKS MANAGER CERTIFICATE

Instructions for completing and filing

WHO MAY FILE AN APPLICATION

1. Any person, who satisfies the requirements listed below may file an application for the certification exam.
 - a. Applicant must be a citizen of the United States.
 - b. Applicant must be at least 21 years of age.
 - c. Applicant must be of good moral character.
 - d. Applicant must have obtained a certificate or diploma issued after at least four years of study in an approved secondary school, or have received an academic education considered and accepted by the Commissioner of Education of this State as fully equivalent.
 - e. Applicant must have completed the Rutgers University Certified Public Works Manager Program. Include a copy of diploma with application.
 - f. Applicant must meet the definition of a public works manager as defined in paragraph 5 below.

OR

2. Applicants will be exempt from the certification exam if they meet the above requirements and either of the following criteria.
 - a. Applicant has a bachelor or greater degree in civil or related public works engineering, and is a licensed professional engineer in the State of New Jersey. **An applicant meeting this requirement is not required to complete the Rutgers program noted in 1. e. above.** The application must include a copy of the college diploma and/or transcripts, and a copy of the engineer's license.
 - b. Applicant completed the Rutgers program prior to August 13, 1994. The application must include a copy of the diploma.

DEFINITIONS

3. "Management responsibility" means the supervisory responsibility for planning, scheduling, directing, controlling and coordinating the daily and long term operations of public works activities, as applicable, including the utilization of manpower, equipment, materials, funds, and other available resources.

4. "Public works activity" means maintenance of streets, drainage, public buildings and places, water and waste water, solid waste, motor vehicles, or similar items related to the physical plant and infrastructure of a municipality. Work for a municipal utilities authority shall **not** be considered a public works activity.

5. "Public works manager" means a person who in at least 5 of the last 10 years, has served in a position of public or private public works, construction management or a civil engineering position where no less than fifty percent of the person's work time was directly spent in daily, direct supervision of public works activities.

HOW TO FILE

One copy of the application must be completed and signed. All questions must be answered fully. A check or money order in the sum of \$50 made payable to the "Treasurer, State of New Jersey" must be attached. Do not

send cash. Necessary proofs should be attached. An application shall not be deemed to be filed unless the form is properly completed and the fee and proofs attached. Applications for the certification examination must be postmarked not less than 30 days prior to the announced date of the examination, addressed to:

DEPARTMENT OF COMMUNITY AFFAIRS DIVISION OF LOCAL GOVERNMENT SERVICES CERTIFICATION UNIT

P.O. Box 803

TRENTON, NEW JERSEY 08625-0803

Upon review of the application, the Director of the Division of Local Government Services may require filing of additional statements and proofs.

COMPLETING FORM

SECTIONS 1-4

Applicant will supply information relating to residence, citizenship, age and moral character.

SECTION 5

Applicant will supply information relating to high school education. Persons desiring information relating to high school equivalent certificates may write to:

DEPARTMENT OF EDUCATION
DIVISION OF ADULT EDUCATION
GED TESTING - P.O. Box 500
TRENTON, NEW JERSEY 08625-0500

SECTION 6

Applicant will supply information relating to public works experience as described in paragraphs 3, 4 and 5 above.

SECTION 7

Applicant will designate whether he/she is applying for participation in, or exemption from, the examination. Necessary proofs, as noted, must be attached.

SECTION 8

Municipal Clerk will complete Section 8. Clerk must certify the total years of experience as a public works manager as defined in paragraph 5 above. If experience was obtained in more than one municipality, experience must be certified for each. This section need not be completed if public works manager experience is in the private sector.

SECTION 9

The manager/administrator or other chief administrative officer in the municipality, or private firm supervisor, must complete the information certifying that the applicant performed the public works manager duties described in Section 6. If the experience was obtained in more than one municipality or firm, the experience must be certified for each.